Chesterbrook Academy Elementary School

Reopen & Reunite | 2020/2021

Welcome Back!

Welcome back to school!

Thank you for choosing Chesterbrook Academy Elementary School for you and your child for the 2020/2021 school year.

In this document you will find information on our updates, things to look forward to, tuition information and more. Please keep it handy as you plan for Back-to-School.

We are looking forward to a great year!

Health & Safety

Health and Safety Plan - Updated 8/6/20

The health and safety of our children and families is always our highest priority. To mitigate the risks of COVID-19 while children are in our care, we have adopted additional health and safety measures based on CDC guidelines, state and local regulations, and the American Academy of Pediatrics.

Chesterbrook Academy Elementary plans to open our doors to students on August 31st. Although our school may operate differently in the coming months, our focus remains the same, to provide an engaging, rigorous curriculum to our students while maintaining a strong connection to our school community. The modifications that we have put into place will allow in person instruction to continue, while also providing an online platform for families who choose to remain home. Our Laurel Springs Online Academy, part of Spring Education, aligns with our mission to provide authentic learning opportunities to foster students' ability to become well rounded individuals.

Outlined in our plan are the various measures we have already put into place to allow our students to safely return to school. These measures include taking advantage of our facilities and outdoor learning area, a staggered drop off and pick up procedure, increased disinfection of high touch surfaces, frequent hand washing, and limiting the use of shared materials, among others. These measures will be modeled by our trained faculty and reinforced as any other school-wide procedure would be. Students are amazingly resilient and we have no doubt that the new procedures will become second nature to them, right before our eyes.

Given the evolving situation, we will continue to update these protocols as necessary; please contact Mr. Rodia if you have any questions.

Please click here to view our Health and Safety plan for the fall.

Face Coverings

Face coverings

- All staff will wear face coverings at all times, except when eating or drinking.
- Face coverings are required inside for all students, except when eating.
- Teachers may wear face shields when teaching.
- Once students are in a designated work space, seated 6’ apart, masks may be removed.
- Face coverings will be provided should a staff member/student require one.
- Face coverings are not required outside when 6’ distancing is possible.
- Face coverings will not be worn by anyone who has trouble breathing or is unable to remove the face covering without assistance. A doctor’s note is required.
- Mask breaks will be taken throughout the day.

Social Distancing

- Interactions between groups of students will be limited.
- Students will sit 6’ apart to the maximum extent feasible and appropriate.
- Our outdoor learning area is a big advantage for us, allowing us to take our learning outside each day.
- PE will be held outside, weather permitting.
- Students will remain with the same staff as much as possible and when appropriate.
- Lunch will be held in classrooms.
- Field trips are canceled until further notice.
- We plan to use the gymnasium and each room as a classroom.

Cleaning and Disinfecting

- Teachers and staff will keep a log of their cleaning and disinfecting routines.
- Each classroom has a caddy of cleaning and disinfecting supplies.
- A bleach sprayer will be used to sanitize playground equipment.
- Frequently touched surfaces will be cleaned and disinfected regularly.
- Water fountains are closed. Bottle fillers will be in use by teachers. Students may bring a water bottle from home.
- Bathrooms will be disinfected at least 1-2x during the school day and each night.
- The custodial staff has done a walk through with Mr. Rodia to review proper procedures. They will do a mid-day and end of day cleaning.
- Hand sanitizer stations have been purchased and will be placed in classrooms and at main entrances and exits.
- Doors will remain open to minimize touching of door handles.
- Playground equipment use will be staggered and equipment will be sanitized between each use.
- Each grade will have their own set of equipment for playground use.

Exclusion from and Return to School Requirements

Health Screening

A daily health screening is used to monitor staff and student health. Screenings will include presence of a fever, presence of other COVID-19 symptoms, and recent travel history. Temperature screenings will take place upon arrival, and once again at lunch.

If a staff member or student displays symptoms throughout the day, they will move to the isolation room, and parents will be notified.

Click on the link below to review the criteria to return from exclusion from school.

Return to school requirements.

Daily Life

Our new normal

- Specialty classes: Teachers will come into the classroom rather than students going to a specialty classroom. Specialty schedules may be staggered or virtual.
- Playground/recess: Morning recess will continue; Playground times will be staggered; Classes will be assigned areas to play & will rotate.
- Field trips: Field trips will be virtual for the first quarter.
- Learning buddies: We will still do them! We will meet on Zoom.
- Lion's Den: Students will still be able to use the space, on a staggered schedule to allow for cleaning and disinfection.
- Gym class will be outside, weather permitting.
- The water fountain is closed. Students may bring a reusable water bottle

Drop off & Pick up Procedures

Drop off

- We will not be offering before care as we have in the past.
- Visitors and parents are not permitted in the building.
- Drop off will be done via car line.
- Drop off for PK, K and 1st grade will be between 8:00am and 8:30am.
- Drop off for 2nd - 5th grade will be between 7:30am and 8:00am.
- Families with siblings in both groups will drop off at the earlier time.
- Parents will complete a daily health survey.
- Students will exit the car at the front entrance of the building. Students must exit on passenger side.
- Students will have their temperature taken before entering. If they have a fever of 99.5 or higher, they may not stay at school.

Pick up

- Visitors and parents are not permitted in the building.
- Pick up will be done via car line.
- Please print the following page, enter your last name, and display it on your dashboard, so that the CBA team can clearly see it.
- Pick up for PK, K and 1st grade will be between 3:30pm and 4:00pm.
- Pick up for 2nd-5th grade will be between 3:00pm and 3:30pm.
- Families with siblings in both groups will pick up at the later time.
- Please pull up to the sign that says, “Stop Here”.
- Your student(s) will be called out to pick up.
- Students will enter the car on the passenger side.
- Pull forward to the designated area to fasten seatbelts.

(Print student last name here)

Chesterbrook Academy®

After Care

After care details:

- After care begins Wednesday, September 2, 2020.
- After care operates from 3:30 to 6:00pm, Monday-Friday.
- After care will be held in the gym, classrooms, or outside weather permitting.
- Students will be grouped by cohort, when feasible and appropriate.
- After care clubs, offered in previous years, will not be offered in the first quarter. This may change for the second quarter.
- Please be sure to complete the survey indicating your interest in the program.
- Space may be limited. We appreciate your flexibility.

Lunch & Snack

- Please pack a healthy morning snack each day.
- A prepackaged afternoon snack will be provided, for students enrolled in after care.
- Lunches must be brought from home each day.
- We are exploring options to offer boxed lunches.
- Lunches cannot be refrigerated or warmed. Please use an ice pack and/or thermos in your child's lunch box.
- Please provide utensils for your child's lunch.
- Students will eat lunch in their classrooms or outside, weather permitting.
- Students may not share food or utensils.
- When packing lunches, please consider that students may not be eating indoors or at a table. Think picnic style.
- CBA is peanut free

School Supplies

- Each student will have their own set of school supplies.
- New school supplies: plastic caddy, yoga mat, face coverings
- An individual set of classroom materials will be provided (ie: counters, math tools, etc…).
- Student belongings will be kept separate in a cubby or locker.
- Use of supplies and materials will be limited to one group at a time and shared materials will be disinfected between use.
- Students in K-5th grade will be on the 1:1 iPad program.

Uniforms

Uniform update for 2020/2021

We are planning for classrooms to be more mobile than ever, utilizing our outdoor areas for learning even more. For this reason, students may wear the CBA gym uniform each day, regardless of whether they have gym class or not.

Every Friday is a dress down day.

Students can wear sneakers with their gym uniforms.

Students will still be expected to buy a spirit shirt and sweatshirt for the 2020/2021 school year. This will be ordered once school resumes and can be worn for gym class.

If students prefer the regular uniform (polo & khakis), it is still permitted. Sneakers may be worn with the uniform.

See the next page for links.

Click on the links below

Gym Shirt: Sizes XS to XL

Gym Shirt: Sizes 3T and 4T

Gym Sweatshirt

Gym Mesh Shorts

Gym Sweatpants

Gym Sweatshirt: Sizes 3T and 4T

Forms

Visit our website

- Covid-19 Document & Parent Handbook Revision (via DocuSign)
- Health Assessment Form
- Emergency Contact Form
- Dental Form
- Allergies & other conditions
- Medication Release
- After Care survey

Communication

Email, Text, Social Media

School-wide parent communications will be sent via Tadpoles throughout the year. Be sure that your email address is correct and that you have set up communication preferences for additional contacts in our parent portal, Alma.

Social Media

@cbawestchester

@cbawestchester

Chesterbrook Academy Elementary School

Tuition

Alma

- Tuition is due on the first day of the month and every first day of the month thereafter.
- Tuition is an annual amount billed out over 10 months, September through June.
- All families will receive an invoice during the first week of school to confirm correct charges.
- Parents now have the option to utilize our parent portal, Alma, for tuition payments.
- Please log in to your Alma account to ensure that your contact & authorized pick up information is correct. Alma can also be used to pay camp tuition via credit card or to set up automatic payments.
  - Follow the link
  - Click "Forgot Password"
  - Username is parent firstname.lastname (If you have a child at one of our sister schools, you may need to add a "1" to your username)
  - Enter email address
  - You will receive an email with further instructions

Enhancements

Thanks to all of your generous donations and support from PAC, our playground now has 4 new, height adjustable basketball nets for our students to enjoy.

Kindergarten students will join our 1:1 iPad program, along with our 1st through 5th grad students!

The 5th Grade students have completed their Legacy Project, painted ceiling tiles depicting their CBA legacy.

Academic Calendar

Chesterbrook Academy Elementary School, WC

School Year Calendar 2020-21*

1190 McDermott Drive | West Chester, PA 19380 | (610) 719-0240

@CBAWestChester @chesterbrookacademyelementary @cbawestchester

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

IMPORTANT DATES	
Aug 31	First Day of School A-M Online Academy begins
Sept 1	First Day of School N-Z
Aug 20-21 Aug 24-28 Oct 12 Feb 12 Jun 9	Professional Development Day
Nov 6 Jan 22 March 26 Jun 7	Quarter end dates
Sept 7	Labor Day
Nov 25-27	Thanksgiving Break
Dec 23	Winter Break
Dec 24-31	Winter Break
Jan 1	New Year's Day
Jan 18	MLK Day
Feb 15	President's Day
Apr 1-5	Spring Break
May 31	Memorial Day
Jun 8	Last Day of School
Jun 14	Camp Begins
Jul 5	Fourth of July

Holiday_School/Camp Closed | Camp/Care Available | PDD/School Closed for Students | Half Day | Other Important Dates

*Dates are subject to change. Please check school website.

Dates to remember

Mark your calendars

- **August 17, 2020** - New Family Orientation
- **August 20, 2020** - Teachers return to campus!
- **August 25-28, 2020** - Sneak Peeks
- **August 31, 2020** - First day of school for students with last names beginning with A-M
- **August 31, 2020** - First day of Online Academy
- **September 1, 2020** - First day of school for students with last names beginning with N-Z
- **September 2, 2020** - All students report; After care begins
- **September 4, 2020** - School is in session
- **September 8, 2020** - Specialty Classes begin
- **September 15, 2020** - Back-to-School Night Zoom
- **October 6 & 8, 2020** - Parent/Teacher Conferences via Zoom

The first week of school

Below are the details for the first week of school

- **August 31st: First day of school for students with last names beginning with A-M.**
  - The academic day is 8:30 to 3:30pm.
  - Drop off is from 8:00 to 8:30am.
  - Pick up is from 3:30 to 4:00pm.
  - There is no after care.
  - This is ONLY for students with last names beginning with A-M.
- **September 1st: First day of school for students with last names beginning with N-Z.**
  - The academic day is 8:30-3:30pm
  - Drop off is from 8:00 to 8:30am.
  - Pick up is from 3:30 to 4:00pm.
  - There is no after care.
  - This is ONLY for students with last names beginning with N-Z.
- **September 2nd: All students report; After care begins**
  - PK, K and 1st grade academic day is 8:30 to 3:30pm. Drop off is 8:00 to 8:30am and pick up is 3:30 to 4:00pm.
  - 2nd - 5th academic day is 8:00 to 3:00pm. Drop off is 7:30 to 8:00am and pick up is 3:00-3:30pm.
  - After care is available until 6:00pm (must have completed the survey in order to attend)

Sneak Peek Dates & Times - On Campus

- **August 25, 2020**
  - 3rd Grade 3:30-4:30pm
  - 4th Grade 4:30-5:30pm

- **August 26, 2020**
  - 1st Grade 3:30-4:30pm
  - 2nd Grade 4:30-5:30pm

- **August 27, 2020**
  - Pre-K 3:30-4:30pm
  - Kindergarten 4:30-5:30pm

- **August 28, 2020**
  - 5th Grade 3:30-4:30pm

Back to School Checklist

☐	Purchase uniforms (page 15)
☐	Purchase school supplies (page 13)
☐	Complete emergency contact form (page 16)
☐	Complete allergy & other conditions form (page 16)
☐	Complete medication release form, if needed (page 16)
☐	Complete Covid-19 Document & Parent Handbook Revision (via DocuSign)
☐	Update contacts & authorized pick ups in Alma (page 18)
☐	Spirt wear form (when school begins)
☐	Car line sign printed

Parent Resources

Click on the links below:

- [ ] Back to School Planning Checklists to Guide Parents, Guardians & Caregivers
- [ ] Use of Masks to Help Slow the Spread of COVID-19
- [ ] Kids Face Masks - Cat & Jack
- [ ] School Maskpack
- [ ] How to Talk to Your Kids About Coronavirus

Flexibility & Commitment

More than ever, we are asking our community to remain flexible. We are responding to the needs of our students and their families around the clock, addressing ever changing numbers of cases, guidelines and recommendations.

We are asking our school community to remain diligent in helping mitigate this virus. We all need to do our part to help stop the spread. This includes reinforcing hand washing, teaching students how to correctly wear their mask, and reinforcing social distancing in and out of school.

Any and all decisions CBA makes regarding guidelines and changes to our “normal” are in response to guidelines and directives from Governor Wolf, Spring Education and the Chester County Health Department. Please remain flexible in the case that decisions need to be made regarding school closures. Have a plan for how you will respond as a family, and keep in mind that we are all in this together.

Our students and their families are at the heart of everything we do. The changes outlined in our health and safety plan do not outweigh what we value most, creating an experience for our students that challenges them and supports them in their educational journey.

We remain committed to our promise to providing a one of a kind experience for our families. Together, we will become better, stronger and ready for the next chapter in 2020-2021. Thank you for your trust in these uncertain times!